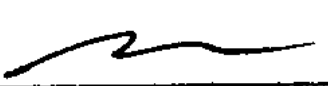


(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)

CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

50X1

TO	INITIALS	DATE
1		15 Mar
2		14 Mar
3		
4		
5		
FROM	INITIALS	DATE
1		12 Mar.
2		
3		

☐ APPROVAL☒ INFORMATION☐ SIGNATURE☐ ACTION☐ DIRECT REPLY☒ RETURN☐ COMMENT☐ PREPARATION OF REPLY☐ DISPATCH☐ CONCURRENCE☐ RECOMMENDATION☐ FILE

REMARKS:

~~SECRET~~

CONFIDENTIAL

RESTRICTED

UNCLASSIFIED

ROUTING SLIP

DATE 12 Mar

FROM	TO
CHIEF	<input checked="" type="checkbox"/>
DEPUTY CHIEF	<input type="checkbox"/>
LIAISON OFFICER	<input type="checkbox"/>
CHIEF, EDITORIAL DIVISION	<input type="checkbox"/>
CHIEF, FIELD DIVISION	<input type="checkbox"/>
CHIEF, SERVICES DIVISION	<input type="checkbox"/>
CHIEF, SPECIAL REPORTS	<input type="checkbox"/>
ADMINISTRATIVE OFFICER	<input type="checkbox"/>
ADMINISTRATIVE ASSISTANT	<input type="checkbox"/>

INFORMATION ☒

APPROVAL ☐

ACTION ☐

COMMENT ☐

NOTE AND RETURN ☒

SIGNATURE ☐

FILE ☐

PREPARE REPLY ☐

SEE ME ☐

INITIAL ☐

REMARKS:

for file
Presume that Col. White wishes
our March report (submitted by 8 April)
to incorporate these new instructions
and that he does not intend that
I submit a final report for

I will take care of
A 1a and b

grc

~~SECRET~~

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, FBID

DATE: 8 March 1951

FROM : Deputy Assistant Director for Operations

SUBJECT: Monthly Progress Report

1. It is suggested that the FBID Progress Report for February, 1951, might be improved on in the following respects:

a. Show T/O figures, where applicable.

b. A summary which would incorporate the T/O figures would be helpful. The figures should, as a minimum, include:

Departmental

Field

Total

Number of employees entered on duty

Number of promotions

Number of reassignments

Number of separations.

c. Since it is contemplated that the "Local Services" sheet will be submitted only when there is a change, it would be helpful if you could indicate in your narrative what services are new, as well as indicating it in the "Local Services" tabulation by an asterisk or other appropriate indication.

50X1

L. K. WHITE

5-11

~~SECRET~~